



Notice of Funding Opportunity (NOFO)

Part 1. Overview Information

Participating Organization:	Louisiana Commission on Law Enforcement and Administration of Criminal Justice www.lcle.la.gov
Funding Opportunity Title:	2015 Edward Byrne Memorial Justice Assistance Grant (JAG) Program (BJAG) - Districts
Announcement Type:	BJAG
Catalog of Federal Domestic Assistance (CFDA) Number:	16.738
Federal Award Identification Number (FAIN):	2015-MU-BX-0471
Federal Award:	\$3,077,359
Period of Performance:	12 months from start date (see page 3 for additional information)
Funding Opportunity Purpose:	<p>The Louisiana Commission on Law Enforcement and Administration of Criminal Justice announces the Notice of Funding Opportunity (NOFO) for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.</p> <p>The primary purpose of the Edward Byrne Memorial Justice Assistance Grant (JAG) Program, 42 U.S.C. § 3751(a) is to provide criminal justice funding to state and units of local government to support all components of the criminal justice system from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives.</p> <p>These funds were made available through Grant Award Number 2015-MU-BX-0471 from the U.S. Department of Justice, Office of Justice Program, and Bureau of Justice Assistance.</p>
Due Dates:	Contact your Law Enforcement Planning District for Notice of Intent due dates

Notice of Intent:

- Submit form to appropriate district BJAG contact for view and selection.
- If selected to continue application process, applicant will receive an invitation to apply.
- Applicants that do not comply may be delayed or not accepted for review.

Part 2. Full Text of the Announcement

A. Program Description

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. § 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions. The JAG Program provides states and units of local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution and court programs, prevention and education programs, corrections and community corrections, drug treatment and enforcement, crime victim and witness initiatives, and planning, evaluation, and technology improvement programs.

Program-Specific Information

JAG funds may be used for state and local initiatives, technical assistance, strategic planning, research and evaluation (including forensics), data collection, training, personnel, equipment, forensic laboratories, supplies, contractual support, and criminal justice information systems that will improve or enhance such areas as:

- Law enforcement programs
- Prosecution and court programs, including indigent defense
- Prevention and education programs
- Corrections and community corrections programs
- Drug treatment and enforcement programs
- Planning, evaluation, and technology improvement programs
- Crime victim and witness programs (other than compensation)

*Please note that JAG funding may be utilized in support of:

- Systems upgrades (hardware/software), including potential upgrades necessary for state, territories, units of local government and/or tribes to come into compliance with the FBI's UCR Redevelopment Project (UCRRP).
- Developing or sustaining state compatible incident based reporting systems

No JAG funds may be expended outside of JAG program areas. Even within these program areas, however, JAG funds cannot be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Additionally, JAG funds may not be used directly or indirectly to pay for any of the following items unless the BJA Director certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:

- Vehicles, vessels, or aircraft
- Unmanned aerial vehicles/unmanned aircraft, aircraft system, or aerial vehicles (UA/UAS/UAV)
- Luxury items
- Real estate
- Construction projects (other than penal or correctional institutions)
- Any similar items

Priority is given to projects that are evidenced based and/or collaborative efforts. OJP's www.CrimeSolutions.gov web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. AWARD INFORMATION

Funding Instrument:

The Louisiana Commission on Law Enforcement will issue grant awards.

Application Types Accepted:

Continuations, Renewals, and New applicants/applications

Funds Available:

Refer to your appropriate District

Award Project Period:

All projects are funded for a maximum of twelve (12) months, and continued funding cannot be guaranteed. Any project funded for **more or less** than the 12-month time period must be approved by the Commission.

Financial Management and System of Internal Controls:

If selected for funding, the award recipient must:

- Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- Evaluate and monitor the non-Federal entity's compliance with statute, regulations and the terms and conditions of Federal awards
- Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

C. ELIGIBILITY INFORMATION

Eligible Applicants: Eligible agencies are units of local government (city, parish, district attorney or sheriff), tribal governments with law enforcement responsibility, or state government Agencies with law enforcement, public defender or judicial responsibility.

Prohibited Applicants:

Agency eligibility is determined by the Drug Control and Violent Crime Policy Board in accordance with Federal guidelines. The following are deemed ineligible by the Commission, such ineligibility is however subject to waiver by the Commission on a case by case basis:

- University Campus Police
- Airport Security
- Capitol Police
- Wildlife & Fisheries Enforcement Unit
- Hospital Security
- Harbor, Bridge, River and Levee Board Police
- Justices of the Peace
- Park Rangers
- Crosslake Patrols, and other related agencies

Match Requirements:

- Byrne JAG does not require a match. However, if a successful application proposes a voluntary match amount, and the Commission approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. The minimum voluntary match amount is 25%.
- If an applicant includes match in the proposed project, the applicant must track and account for the match the same as Federal funds. Match records must be maintained and provide the approved match percentage of the total cost of the project throughout the project period.

Other Requirements:**Crime Reporting**

- The law enforcement applicant agrees to begin or continue participating in the Uniform Crime Reporting (UCR) Program or the Louisiana Incident Based Reporting System (LIBRS) Programs of LCLE.

Criminal Records System – Data Reports

- The law enforcement applicant agrees to submit all required data to the state LIBRS/UCR Program in accordance with the requirements of the applicable program and to submit all required arrest fingerprinting cards and related data to the Bureau of Criminal Identification in the time and manner specified by the Bureau.

Criminal Records Reports

- The applicant certifies that all systems developed or purchased shall meet all specifications for Louisiana Information Based Reporting System (LIBRS) Criminal History System reporting as are in effect at the time of subgrant award.

Supplanting/Non-Supplanting

- Federal funds must be used to supplement (add to), enhance or expand existing services for program activities and not replace those funds that have been appropriated for the same purpose.
- A grant recipient may not use Federal grant funds to defray any costs that the recipient already is obligated to pay.

- The possibility of supplanting will be the subject of careful application review, possible pre-award review, post-award monitoring, and audit of any finding.
- If any additional information, assistance with definition, or examples of supplanting is needed, please contact the LCLE Byrne JAG Program Manager.

Conflict of Interest Disclosure Form

D. APPLICATION AND SUBMISSION INFORMATION

Notice of Intent (NOI) Worksheet

Applicants will first submit a Notice of Intent (NOI) to the appropriate District BJAG Program Manager (see page 9-10 for contact information). The District Council will review and determine projects to move forward to the application process. Applicants will receive an invitation to submit the full application on the Louisiana Commission on Law Enforcement's E-grants system. The NOI submission materials can be found at www.lcle.la.gov.

What the Notice of Intent should include:

Complete the NOI Worksheet, and Conflict of Interest Disclosure Form, obtain the authorized official signature and return to the appropriate District.

NOI Worksheet

Applicant Agency – legal name of the agency

Project Title – descriptive title of proposed project

Section 1. Agency Description Information – please check the box that best describes the agency

Section 2. Federal Program Area – enter in the dollar figure associated with each program area.

Please enter 0 if no funding is dedicated to an area.

Section 3. Do not enter information in this table

Section 4. Proposed Budget – For each budget item, thoroughly and clearly describe every category of expense listed, demonstrate cost effectiveness and relation to the goals of the project. Please refer to the table below to include your calculations. Include a description of the procurement process for equipment purchases and consultants/contracts. Indirect cost rate agreement (if applicable) should be attached. If the applicant does not have a federally approved cost rate agreement, costs may be allocated in the direct cost categories.

Personnel:						
FT Personnel						
FT	_____ %;	\$ _____	x	# _____	x	_____ %
	Percentage of time worked on THIS GRANT	Amount per pay period		Number of pay periods		Percentage of personnel costs paid by THIS GRANT
PT Personnel						
PT	\$ _____	x	# _____	x	# _____	
	Hourly rate		Hours per week		Number of weeks	
OT Personnel / Pool of Officers						
OT	\$ _____	x	# _____	x	# _____	x # _____
	Average hourly rate (Range of hourly rate: \$XX - \$XX)		Hours per week		Number of Weeks	Anticipated number of personnel in pool
Employee Benefits:						
\$ _____	x	_____ %	ie: MC, WC, GI, FICA, FUTA			
Grant salaries for all personnel listed in the application	Percentage of Employee Benefits to be paid by this grant Maximum 30%		List of Employee Benefits being paid by this grant			
Acronyms for Employee Benefits:						
	Medicare Workers Compensation	MC WC	Group Insurance Retirement	GI RT	FICA Unemployment	FICA FUTA / SUTA
Travel						
Allowable mileage rate is \$0.51 ie: 1,200 x \$0.51 = \$612						
All Conference Travel needs to be approved by LCLE before attending the conference. Conference brochures / flyers / agendas must be sent to LCLE Program Manager for approval.						
Equipment						
Equipment must be reasonable and fully dedicated to the project.						
Supplies						
Office Supplies						
\$ _____	x	# _____				
Monthly Amount	Number of Months					
Other Supplies						
\$ _____	ie: Books, Videos, DVD's					
Amount of all other supplies	List all other supplies to be purchased					
Operating Expenses						
Audit Charges:	Must show the breakdown of the time and percentage the auditor spends on the grant in the audit.					
Registration Fees:	LCLE must receive the form for approval before attending the conference.					
Printing:	Must receive the item to be printed and must include the printing statement.					
Consultants						
Up to \$650 for an eight hour day or \$81.25 per hour.						
Other – Confidential Funds						
Confidential funds for Informant Payments, Evidence Purchases and Confidential Services.						
\$ _____						
Purchase of Services						
\$ _____						
Purchase of Evidence						
\$ _____						
Purchase of Specific Information						

Required Registrations for Applicants

All agencies are required to provide the following documents:

- **LCLE Egrants Organization Registration must be complete before applying for funds**
- IRS Form W-9 (Taxpayer Identification and Certification)
- IRS Form 501C3 (Tax-exempt Status for Non-profit Organizations)
- State of Louisiana Self-service Request for Vendor (Only if the new agency has to be set up for payment from the State of Louisiana)
https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg
- DUNS (Data Universal Numbering System) Number Certificate
- CAGE (Commercial and Government Agency) Code Certificate
- SAM (System for Award Management) Number and current Expiration Date (sam.gov)
- Louisiana Secretary of State Non-Profit Corporation Certificate
- All agencies with a private, non-profit, or non-governmental status are required to procure and maintain adequate and sufficient liability insurance and a certificate of insurance naming LCLE as an additional insurer and should be issued and submitted with the application.

New applicant Agencies

If the new applicant agencies have not yet demonstrated a record of providing services, they must demonstrate that twenty-five percent (25%) of their overall financial support is from non-federal sources. This cannot be considered part of the required match.

Funding Restrictions

All awards are subject to the terms and conditions, cost principals, and other considerations described in 2 CFR 200, Louisiana Statute and LCLE policy.

BJAG Funds cannot be used for the following:

- Duplication of services immediately available through municipal, provincial, or national government.
- Market research, advertising (unless public service related to grant program) or other promotional expenses.
- Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.

E. APPLICATION REVIEW INFORMATION

Criteria: Each application will be evaluated and scored on the NOI Components and two Budget Components using a 100 point scale by the district.

1. Project Summary and Strategy (30 points)

This section should be a succinct summary containing the description of the problem this project seeks to address the project's purpose, the program description, and expected results. Propose a clear and realistic implementation plan to comprehensively address objectives of this Notice of Funding Opportunity. It should also outline the relevant and appropriate main activities.

2. Goals (15 points)

This section should outline the Program Goals and Expected Results for the project.

3. Objectives (15 points)

This section should state clearly defined and quantitatively measurable objectives that support programmatic progress. Please present a brief, work plan including target dates for activities, which reflects the overall program approach and its objectives.

4. Organizational Capacity and Past Performance (20 points)

This section of the application provides information about the applicant organization and any proposed key partners. It provides evidence that the applicant has the ability to successfully carry out the program activities of the grant. Provide a description of the applicant organization – including its general purpose, goals, annual budget (including funding sources), and major past and current activities and projects undertaken. Include a description of all key partners for this project and of the proposed working relationship with them.

Budget Components

1. Budget Relevance (10 points)

Budgeted items are obviously necessary to the achievement of the goals and activities as presented in the application.

2. Cost-Effectiveness (10 points)

Applicants should propose expenditures that are reasonable, allowable, and allocable to the proposed activities and reveal their understanding of the 2 CFR 200: Uniform Guidance – Uniform Administrative Requirements, Cost Principles, and Audit Requirements.

F. AWARD INFORMATION

Allocation process: After receipt of proposals from prospective applicants, the respective districts will review proposals and select those to be allocated. These allocations will be forwarded to LCLE along with risk assessments and scoring worksheets for review. Allocations are then presented to the Drug Control and Violent Crime Policy Board for approval.

Application process: If the notice of intent receives approval from the District review, the applicant will be invited to submit the full application through the LCLE Egrants system. The application will then be presented to the Priorities Committee, the Drug Control and Violent Crime Policy Board, and the Commission on Law Enforcement for final approval. During this process, boards may elect to approve, deny, defer, or table any application. The respective boards or the Commission can also recommend or place additional special conditions upon the application that the applicant agency must adhere to during this process.

Award Process Applications approved by the Commission are then issued an Award Letter by LCLE Staff. These Award Letters are then forwarded directly to the applicant agency in a Subgrant Award Packet. The applicant agency is responsible for signing the original award in blue ink and returning the original to LCLE, keeping a copy of the award in their agency file. Awardees are expected to comply with all the special conditions and certified assurances and will meet the quarterly programmatic and fiscal reporting requirements.

No diminished support policy is presently in effect for all programs, but the Board will reserve the right to approve a program at a reduced level. This will take into account other projects requesting funding and the past ability of the agency to appropriately expend its award funds. Funding is contingent on funds availability, proper subgrant management, meeting goals and objectives, and complying with all requirements. The Board may make recommendations to the Commission to reduce funding or discontinue funding to those agencies not meeting these requirements.

Contact Information

A. District Directors Information

District 1
Northwest Law Enforcement Planning
District, Inc.
615 Main Street
Pineville, Louisiana 71360-6935
318-487-5432

District 6
Southwest District Law Enforcement Planning
Council, Inc.
1323 Oak Park Blvd.
Lake Charles, Louisiana 70602-1543
337-439-6750

District 2
North Delta Law Enforcement Planning
District, Inc.
P. O. Box 3291
Monroe, Louisiana 71210-3291
318-998-6041

District 7
Jefferson Parish / Metropolitan District Law
Enforcement Planning District, Inc.
1221 Elmwood Park Blvd., Suite 607
Harahan, Louisiana 70123-2337
504-736-6844

District 3
Red River Delta Law Enforcement Planning
District, Inc.
615 Main Street
Pineville, Louisiana 71360-6935
318-487-5432

District 8
Louisiana Commission on Law Enforcement
P. O. Box 3133 Baton Rouge, LA 70821-3133
602 North Fifth Street Baton Rouge, LA 70802
Egrants Phone: (225) 342-1968

District 4
Evangeline Law Enforcement Council, Inc.
900 East University
Lafayette, Louisiana 70502-3986
337-291-7153

District 9
New Orleans, City of - Office of Criminal Justice
Coordination
1300 Perdido Street, Room 8E15
New Orleans, Louisiana 70112-2125
504-658-4040

District 5
Capital District Law Enforcement Planning
Council, Inc.
1406 South Range Avenue, Suite 5
Denham Springs, Louisiana 70726-4801
225-667-1503

Louisiana Commission on Law Enforcement Staff

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